LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Programme Coordinator
Education for Sustainable Development
(Personnel Service Agreement - PSA)

Organisational Unit: United Nations University – Institute for the Advanced Study of Sustainability (UNU-IAS)

Reference Number: 2019/UNU/IAS/PSA/PC/86

Applications to: ias.recruitment@unu.edu

Closing Date: 20 January 2020

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

About UNU University Institute for the Advanced Study of Sustainability (UNU-IAS)

UNU-IAS is a UNU institute based at UNU Headquarters in Tokyo. The mission of UNU-IAS is to serve the international community through policy relevant research and capacity development focused on sustainability, including its social, economic and environmental dimensions. UNU-IAS builds on a strong tradition of UNU research and capacity development in Japan, undertaken in collaboration with a global network of professionals and scholars. For more information please visit http://ias.unu.edu

About the Education for Sustainable Development (ESD) project

The Education for Sustainable Development (ESD) Project contributes to designing and undertaking interdisciplinary, policy-oriented research and capacity development activities through two flagship initiatives: the global multi-stakeholder network of Regional Centres of Expertise (RCEs) on ESD and the Promotion of Sustainability in Postgraduate Education and Research Network (ProSPER.Net), an alliance of higher education institutions throughout the Asia-Pacific region.
Responsibilities

The Programme Coordinator takes the leading role in the coordination of the ESD project, interacting with partners over the world and donors. Under the overall supervision of the UNU-IAS Director and under the direct guidance and supervision of the ESD Project Director, the Programme Coordinator shall perform the following tasks:

- Take the lead in coordinating the overall work of the ESD project, ensuring its alignment with global SD/ESD agendas and the strategy of the project
- Take the lead in planning and organizing workshops, seminars, conferences, symposiums, and other events, as well as follow-up processes
- Coordinate the project’s programme and administrative work, including the day-to-day management and operation of activities such as outreach, event coordination, and budget and contract management
- Facilitate communication and outreach for the project, in particular with the Japanese government, UN agencies, academic institutions, NGOs, private sector organizations, and the general public
- Contribute to the planning and implementation of capacity development and research projects
- Assist the ESD Project Director in coordinating activities and in establishing links with other projects
- Perform other duties as may be assigned

Required Qualifications and Experience:

- Master’s degree or equivalent, in a field related to Education, Social Sciences, Development Studies, Environment, or Sustainable Development
- At least seven (7) years of progressively responsible experience in university-level research, and programme development, or within international organizations or research/training institutions. Equivalent experience in combination with a bachelor’s degree will be considered
- Knowledge and experience of coordination and organization of conferences, logistical and financial arrangements, and ideally sustainable development related issues. Knowledge of the UN governance structure will be considered an added advantage
- Research experience related to international educational development, ESD, international and comparative education and/or environmental education is an advantage
- Excellent communication skills with fluency in both oral and written English and Japanese.
- Excellent analytical skills as well as demonstrated ability to multi-task and to manage own workload and schedule to deliver timely results
- Good computer and organizational skills
- A good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization. UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Remuneration:
This is an employment under Personnel Service Agreement contract (PSA). This is a mid level position in both academic and administrative affairs with scope for growth and additional responsibility. Starting remuneration will be between JPY 456,417 and 521,583 per month commensurate with previous experience and expertise.

This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave).

Duration of Contract:

This is full time employment. The period of initial contract will be for one year, with the possibility of renewal subject to satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post; no relocation expenses or allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations. UNU does not sponsor a working visa for this position.

Starting Date: Negotiable (no later than 1 April 2020)

Application Procedure:

Interested applicants should submit their application materials by email to ias.recruitment@unu.edu

Applications must include the following:

1. Complete P11 form
2. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2019/UNU/IAS/PSA/PC/86
3. A brief resume in Japanese

Please note that applications received after the closing date will not be considered.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8)